

# **Board of Legal Document Preparers**

Arizona State Courts Building  
1501 West Washington Street  
Phoenix, Arizona 85007

May 19, 2014  
Time: 10:00 a.m.  
Hearing Room 109

## **Approved Regular Meeting Minutes**

### **MEMBER ATTENDANCE:**

#### **Present:**

Mary Carlton  
Paul Friedman

#### **Telephonically Present:**

Pamela Milburn  
Deborah Colon-Mateo  
Jerry Thomas  
Cheri Clark  
Rebecca Nilsen  
Mary Jo Randall  
Deborah Young  
Bonnie Matheson

#### **Absent:**

Judge Samuel Myers

### **OTHER ATTENDEES**

#### **AOC Staff:**

Mark Wilson  
Anne Hunter  
Debbie MacDougall  
Kimberly Siddall  
Pasquale Fontana  
Wendy Reiter  
Michelle Jackson

#### **Guests:**

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### **CALL TO ORDER**

*Called to Order By:*

Mary Carlton, Chair

*Time:* 10:07 a.m.

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**1) REVIEW AND APPROVAL OF MEETING MINUTES**

***Individuals Addressing the Board:***

Mary Carlton, Chair

***1-A:*** *Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of April 16, 2014.*

***Motion:*** Move to approve the minutes from April 16, 2014.

***Motion Proposals:*** First Paul Friedman  
Second Mary Carlton

***Motion Results:*** Pass

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**2) REVIEW OF PENDING COMPLAINTS**

***Individuals Addressing the Board:***

Debbie MacDougall, Pasquale Fontana and  
Diane Sapp

***2-A:*** *Review, discussion and possible action regarding complaint number 14-L008 dismissed by the Division Director pursuant to Arizona Code of Judicial Administration § 7-201(D)(4)(a) and (H)(2)(a).*

***Discussion:*** Complaint Number 14-L008

***Motion:*** Move to affirm the Division Director's Dismissal.

***Motion Proposals:*** First Paul Friedman  
Second Mary Carlton

***Motion Results:*** Pass

***2-B:*** *Review, discussion and possible action regarding complaint number 13-L004 involving certificate holder Brent Miller.*

***Discussion:*** Complaint Number 13-L004

***Motion:*** Move to reject the stipulation offered and move forward with formal disciplinary action and issue a Censure.

***Motion Proposals:*** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**2-C:** *Review, discussion and possible action regarding complaint number 12-L001 involving certificate holder Alyssa Marino and ALTA Estate Services LLC.*

**Discussion:** Complaint Number 12-L001

**Motion:** Move to accept staff's recommendation dismissing Allegations 1 and 2.

As to Allegation 3, the Board rejects staff's recommendation for informal discipline to issue a Letter of Concern and moves to go forward with formal disciplinary action and issue a Censure.

**Motion Proposals:** First Pamela Milburn  
Second Deborah Colon-Mateo

**Motion Results:** Pass  
Recused Mary Carlton

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### 3) ADMINISTRATIVE ISSUES

**Individuals Addressing the Board:** Wendy Reiter

**3-A:** *Review, discussion and possible action regarding the following applications for initial individual and/or business entity legal document preparer certification:*

1. *Brandon Garcia*
2. *A.Z. Immigration, LLC (Alejandro Zalazar)*
3. *AZ Paralegal Services, LLC (Christi Weedon)*
4. *Pompa Enterprises, LLC (Aida Pompa)*
5. *Exceptional Document Preparation, LLC (Dawn Garcia)*
6. *Watermark Legacy Planning LLC (Carmen Cercone)*
7. *Daniel Aguilera*
8. *Cinthya Martinez (Pasquale Fontana)*
9. *Doc-U-Prep LLC (David Goulet)*
10. *James Bounds*
11. *Amy Fernandez*
12. *Antoine Cobb and Business Entity, Center for Divorce Resolution*

**Discussion:** Applicants #1-6

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Applicant #7

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Applicant #8

**Motion:** Move to invite applicant to next meeting.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Applicant #9

**Motion:** Move to grant initial certification with letter.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Applicant #10

**Motion:** Move to grant initial certification with letter.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Applicant #11

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Applicant #12

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Paul Friedman  
Second Pamela Milburn

**Motion Results:** Pass

**Individuals Addressing the Board:** Kimberly Siddall

**3-B:** *Review, discussion and possible action regarding the following Business Entity Exemption Requests for the 2013-2015 certification period:*

1. *A.Z. Immigration, LLC (Alejandro Zalazar)*
2. *Pompa Enterprises, LLC (Aida Pompa)*
3. *Exceptional Document Preparation, LLC (Dawn Garcia)*
4. *Doc-U-Prep LLC (David Goulet)*
5. *Watermark Legacy Planning LLC (Carmen Cercone)*
6. *Preston Parker, CPA PC (Preston Parker)*
7. *Center for Divorce Resolution (Antoine Cobb)*

**Discussion:** Applicants #1-5 and #7

**Motion:** Move to grant business entity exemption for the 2013-2015 certification period.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Applicants #6

**Motion:** Move to grant business entity exemption for the 2013-2015 certification period.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton  
**Motion Results:** Pass

**3-C:** *Interview with and possible action regarding pending individual initial certification for Dinora Montalvan-Gonzales.*

**Discussion:** Interview with Dinora Montalvan-Gonzales

**Motion:** Move to deny initial certification.

**Motion Proposals:** First Paul Friedman  
Second Jerry Thomas  
**Motion Results:** Pass

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#### 4) RENEWAL CERTIFICATION APPLICATIONS

**Individuals Addressing the Board:** Kimberly Siddall

**4-A:** *Interviews with the following certificate holders:*

1. JoAnn Kramer
2. Scott Gamboa
3. Rosalie Lines
4. Janet Summers

**Discussion:** Applicants #1

**Motion:** Move to grant renewal certification.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton  
**Motion Results:** Pass

**Discussion:** Applicants #2

**Motion:** Move to grant renewal certification.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton  
**Motion Results:** Pass

**Discussion:** Applicant #3

**Motion:** Move to grant renewal certification.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Applicant #4

**Motion:** Move to invite to next meeting for interview.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**4-B:** *Review, discussion, and possible action regarding pending applications for renewal of certification and continuing education compliance.*

1. *Trina MacPhail*
2. *Dorothy Sollars*
3. *Jessica Mendez*
4. *Joel Heller*
5. *Laura Pavey*
6. *George Shackelford*
7. *Raymond Beltran*
8. *Edward Osinski*
9. *Amy Villarreal-Orantez*
10. *Dottie Ohe*
11. *Alejandro Zalazar*
12. *Elizabeth Lloyd\**
13. *Aida Pompa*
14. *Lillian Stephens-Murray*
15. *Brandee Berry*
16. *Nicole Roberson\**
17. *David Sears*
18. *Debra Cassidy\**
19. *Michelle Wehrli*
20. *Christi Weedon*
21. *Cherie Koch*
22. *Shari Nestor\**
23. *Janneth Cardenas*

24. Shannon Trezza
25. Tiffany Lloyd
26. Werner von Borries
27. Alison Torba
28. Gina Cote\*
29. Sharlene Konenko\*
30. James Jenkins
31. Anna Anderson
32. Richard Slatin\*
33. Michael Haley\*
34. David Wilcox
35. Cassandra Andrick

**Discussion:** Applicants #1-23

**Motion:** Move to grant renewal certification.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Applicants #24-28

**Motion:** Move to grant renewal certification.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Applicants #29-30

**Motion:** Move to grant renewal certification with letter.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Applicant #31

**Motion:** Move to deny renewal certification.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Recusal:**



**Motion:2nd** Move to.

**Motion Proposals:** First Becky Nilsen  
Second Cheri Clark

**Motion Results:** Pass

**Discussion:** Applicants #32-33

**Motion:** Move to grant renewal certification.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**4-C:** *Review, discussion, and possible action regarding Pending applications for the 2013-2015 certification renewal for business entities:*

1. *123 The Document Tree, LLC (Cynthia Bowman)*
2. *A+ Mail and Business Center, Inc. (Teri Parcells)*
3. *Accurate Lien and Contractor Assistance, Inc. (Lindsay Cline)*
4. *Advanced Legal Services LLC (Marwan Sadeddin)*
5. *Affordable Legal Services, Inc. (David Hendrickson)*
6. *American Contractor Licensing Services, Inc (Bruce Evers)*
7. *Americana Services (Vellia Pina)*
8. *Arizona Family Law Center, LLC (Georgiana Aguilar (Willis))*
9. *Arizona Legal Ease, Inc. (Sheila Webster)*
10. *AZ Statewide Paralegal (Shannon Trezza)*
11. *AZ Tec Documents (Mitchell Varbel)*
12. *Carla's Paralegal Services, LLC (Carla Lief)*
13. *Chatfield Legal Doc Service, LLC (Dawn Martin)*
14. *Dan Peterson Property Management LLC (Daniel Peterson)*
15. *Edward M. Osinski, CPA, Pc (Edward Osinski)*
16. *Financial Strategies, Inc. (Michael Anderson)*
17. *Fresh Start Women's Foundation (Edna Gomez-Green)*
18. *Hispano America Immigration Services, LLC (Martha Barraza)*
19. *Jemasi Inc. (Maria Gil)*
20. *Latinos Unidos LLC (Alejandra Mena)*
21. *National Contractor Services Corporation (Brian Finn)*
22. *Northstar Management Group, Inc. (Mark Lepire)*
23. *Professional Escrow Resources, LLC (Shari Nestor)*
24. *Saguaro Lien Service, LLC (Rosalie Lines)*
25. *Scottsdale Condominium Management, Inc. (Irene Mayer)*

26. *Signature Documents, LLC (Joann Kramer)*
27. *Today's Legal Choice, L.L.C. (Guadalupe Taylor)*
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29. *Tri-City Property Management Services, Inc. (Elaine Anghel)*
30. *Tucson Managerial Solutions and Services, LLC (Aubree Roach)*
31. *Van Rylin Associates Inc (Janet Summers)*
32. *West-Word Services Corp. (Chris West)*
33. *AAA Legal Services Inc. (Joseph Glennon)*
34. *Community Asset Management, LLC (Jane Whitley)*
35. *Cornerstone Properties, Inc. (Michael Roberson)*
36. *Discount Divorce Professional, LLC (James Jennings)*
37. *Golden Valley Collections, LLC (Joyce Brendel)*
38. *Legalezeusa, LLC (Dan Fore)*
39. *Morrison Group, Inc (Patricia Morrison)*
40. *Out-Of-Court Solutions (Oliver Ross)*
41. *Planned Development Svcs, Inc. (Lori Rutledge)*
42. *That Paralegal Place, Inc. (Penny Burley)*
43. *Von Brothers, LLC DBA Lime2lime (Werner Von Borries)*
44. *Affordable Legal Document Services, Inc. (Carol Keller)*
45. *Anthem Paralegal Services, LLC (Dubravka Sinno)*
46. *Ashley Renee Enterprises Corporation (Dale Shephard)*
47. *Cadden Community Management, Inc. (Deborah Colon-Mateo)*
48. *Hoyt & Associates, LLC (Richard Hoyt)*

**Discussion:** Applicants #1-31

**Motion:** Move to grant business renewal for the 2013-2015 certification period.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Applicants #32-42

**Motion:** Move to grant business renewal for the 2013-2015 certification period.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Applicant #43-45, 47

**Motion:** Move to grant business renewal for the 2013-2015 certification period and include disclosure language.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Recusal:** Mary Carlton

**Discussion:** Applicants #46

**Motion:** Move to grant business renewal for the 2013-2015 certification period.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Abstain** Debra Colon- Mateo

**4-D:** *Review, discussion and possible action regarding Business Entity Exemption Extension Requests for the 2013-2015 certification period:*

1. *123 The Document Tree, LLC (Cynthia Bowman)*
2. *A+ Mail And Business Center, Inc. (Teri Parcels)*
3. *Advanced Legal Services LLC (Marwan Sadeddin)*
4. *Affordable Legal Document Services, Inc. (Carol Keller)*
5. *Affordable Legal Services, Inc. (David Hendrickson)*
6. *Arizona Legal Ease, Inc. (Sheila Webster)*
7. *Carla's Paralegal Services, LLC (Carla Lief)*
8. *Chatfield Legal Doc Service, LLC (Dawn Martin)*
9. *Dan Peterson Property Management LLC (Daniel Peterson)*
10. *Financial Strategies, Inc. (Michael Anderson)*
11. *Hispano America Immigration Services, LLC (Martha Barraza)*
12. *Latinos Unidos LLC (Alejandra Mena)*
13. *Out-Of-Court Solutions (Oliver Ross)*
14. *Scottsdale Condominium Management, Inc. (Irene Mayer)*
15. *Today's Legal Choice, L.L.C. (Guadalupe Taylor)*
16. *Tucson Managerial Solutions and Services, LLC (Aubree Roach)*
17. *West-Word Services Corp. (Chris West)*

**Discussion:** Applicants #1-17

**Motion:** Move to grant Business Entity Exemption Extensions.

**Motion Proposals:** First Paul Friedman

**Motion Results:** Second Mary Carlton  
Pass

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## 5) CERTIFICATION AND ELIGIBILITY

**Individuals Addressing the Board:** Pasquale Fontana, Kimberly Siddall

**5-A:** *Interview with and possible action regarding pending individual renewal and initial business entity applications for Preston Parker and Preston Parker, CPA*

**Discussion:** George Preston Parker

**Motion:** Move to grant renewal for individual and business.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**5-C:** *Review, discussion, and possible action regarding the request for placement on Inactive Status received from certified legal document preparer Leslie Menegay, Certification number 81459*

**Discussion:** Leslie Menegay, Certification number 81459

**Motion:** Move to grant inc.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

## CALL TO THE PUBLIC

Mary Carlton, Chair

None.

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## ADJOURNMENT

Mary Carlton, Chair

**Motion:** Move to adjourn.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

***Time:*** 10:37 a.m.